



PeopleSoft Training Administration (PSTA)

and the
Role of the
Training Coordinator

Lynn Keleher
Lead Registrar, NIMA College



PSTA



- System of record for ALL training received by ALL NIMA employees as of 1 Oct 2000.
- Status:
 - Trained 150 Training Coordinators Agency-wide
 - Upgraded to version 7.5, revised desk guide
 - Training to resume in January 2001
 - Use for agency metrics, 1st Quarter, FY2001



PSTA Admin



- Streamlines processes:
 - Direct Registration
 - Individual Training Histories
 - Mandatory Training
 - Non discretionary (NIMC) Training
 - Discretionary Training
 - Course historical demand data



PSTA Admin

- Automates:
 - Confirmation notices
 - Reminder notices
 - Course rosters
 - Discretionary Training budget reports
 - Post-course surveys (in work)
- Statistical reports (in work)
- Linked to IDP (under study)



PSTA Issues



- Affiliates:
 - Not in PeopleSoft Database
 - Must be entered manually as “non employee”
 - Not identified as affiliate on reports
- Completeness:
 - All training must be included:
 - Discretionary: Seminars, Vendor-provided, TAP LTFTT
 - Non discretionary
 - Training Coordinators enter Discretionary Tng

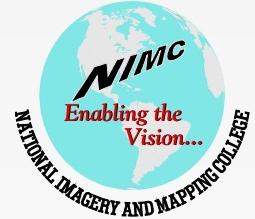


PSTA Issues

- E-mail Addresses
 - SCEN Only
 - Training Coordinator enters address at registration
 - Training Coordinator/Supervisor passes along reminder
 - Many SBU addresses being entered by TCs



Role of the Training Coordinator



- Publicize training opportunities to organization
- Enroll employee in NIMC and Non NIMC courses
- Annotate PSTA for ALL enrollments
- Use published schedules to actively place students in open classes



How You Can Help

- Recognize Training Coordinator
 - Understand the time required
 - Document successes as appropriate
- Think of PSTA as a “Taking Care of People” issue, rather than an administrative chore



PeopleSoft Training Administration (PSTA) and Training Metrics

Terence Meehan
NIMA College



Measuring Training

NIMA Performance Contract:

Goal 3: Shape the NIMA workforce and infrastructure to ensure mission success into the 21st century.

- Workforce Development Programs
- **Number enrolled by Band and N21 Directorate/ Office in SLPS Management Training Program** (Band-specific developmental curriculum)
- **Achievement of training requirement in selected- occupation training** (IA (all levels), GA, USIGS)



Measuring Training



NIMA Performance Contract: (cont'd)

- **Student satisfaction with quality of HD/NC Courses** (at course completion; adding SSS/LTFTT)
- **Student and Supervisor satisfaction with student application of learning from HD/NC Courses** (6 months after course completion; adding SSS/LTFTT)



Measuring Training



NIMA Internal Management Statistics

- **Training Instances -- Agency Summary:** NIMA Employees; External (US Military; Other USG Agencies; ICAPers; Contractors); Foreign Nationals
- **Number of people trained by N21 Directorate/Office** displayed as % of total enrollment and compared to % of NIMA population; displayed by gender, race, band.
- **Number of no-shows by N21 Directorate/Office**, displayed as % of enrolled



Measuring Training



Data Source:

- Cadre:
 - Query/Report capabilities being added to PSTA
 - Organizational data will be available to Training Coordinators
- Affiliates:
 - More work required to capture
 - May need Coordinators to provide rollup numbers to Registrars